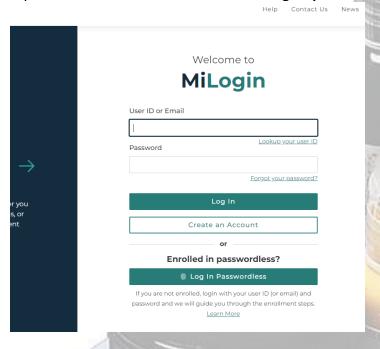
How to Apply for or Renew a License

MILogin is where you will authenticate and log into the Body Art Portal. Please follow the steps below:

Part 1. Go to MILogin Go to https://MILogin.michigan.gov

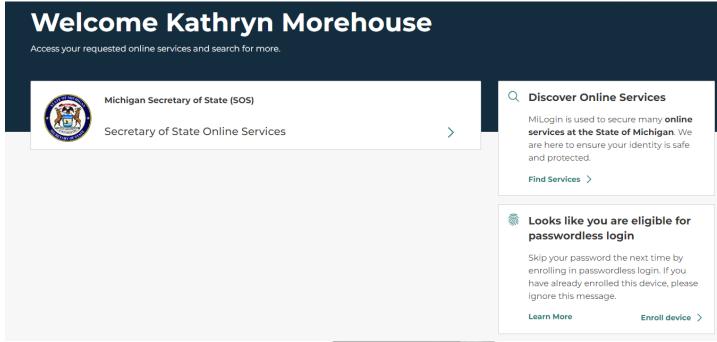
- 1. If you have used MILogin and the Body Art Portal before you can skip to Part 5
- 2. If you already have a MILogin account but have not used the Body Art Portal you can skip down to **Part**3 and follow those steps
- 3. If you are unsure if you have an account you can log in to confirm or click the "Forgot Your Password" link. **You may have an account if you have used SOS, Unemployment, MIBridges, Child Support etc.
- 4. If you do not have an account click the "Sign Up" button and go to Part 2



Part 2. Signing Up

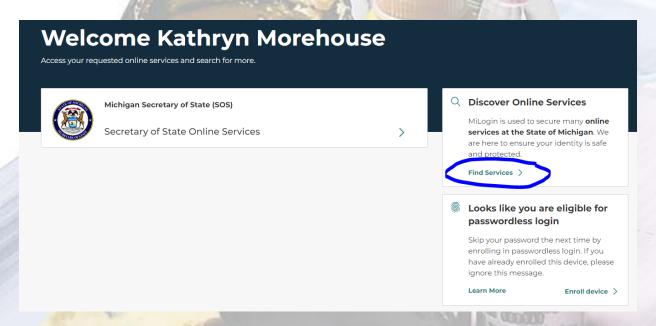
- 1. On the Sign-Up page complete all of the required fields
- 2. Check the "I agree to the Terms & Conditions" checkbox
- 3. Click Next
- 4. Complete the Security Setup options
- 5. Choose a user name, it can be your email address
- 6. Create your password
- 7. Choose to enroll in passwordless login or not
- 8. You will be routed to your home page

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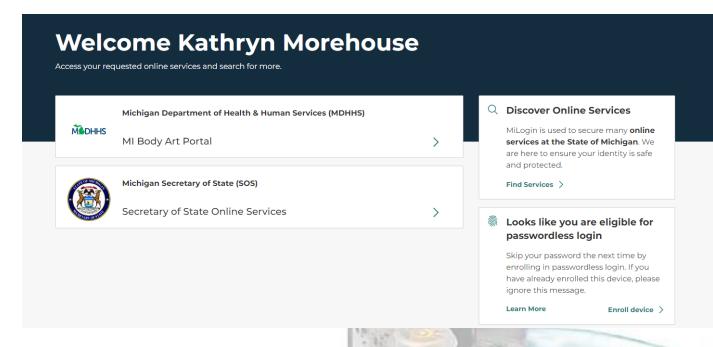
Part 3. Requesting Access

- 1. If you have used the MILogin and the Body Art Portal previously you may skip to
- 2. Once you have your account set up you will need to request the Body Art Portal in the Discover Online Services box click Find Services



- 3. Type MI Body Art Portal in the Search Box and hit enter
- 4. Click on the MI Body Art Portal
- 5. A pop-up will display. Check the box to agree to Terms & Conditions
- 6. Once the service successfully added box comes up click Launch Service

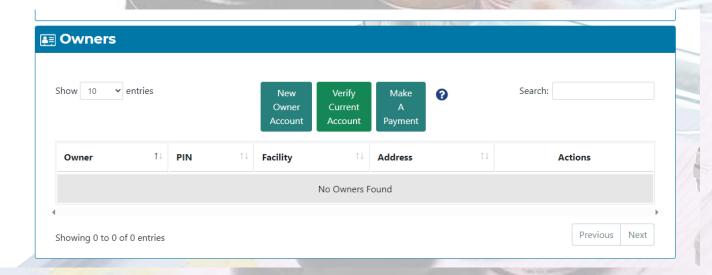
7. You will be sent another text to verify, this may say your session timed out and you can select take me back to home. Once on your home page you will see the MI Body Art Portal you and you can enter there



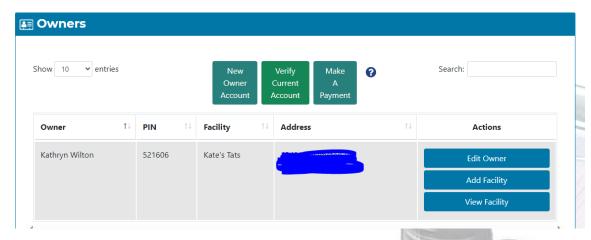
8. Agree to the terms and conditions again

Part 4. Verify Your Account (For current license holders using this portal for the first time)

1. Click the Verify Current Account button and Enter the PIN that you received in the letter or email with it should be a 6 digit PIN, if it is not 6 digits please add 0's to the front until it is 6 digits



2. Once verified your facility will show in the box below

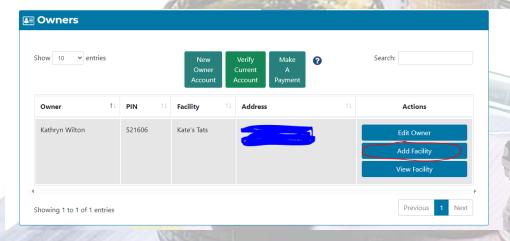


Part 5. Make a payment

1. To renew you can click the Make a Payment button at the top and select what you are paying for and click Make Payment, you will be routed to the CPAS system to make the payment

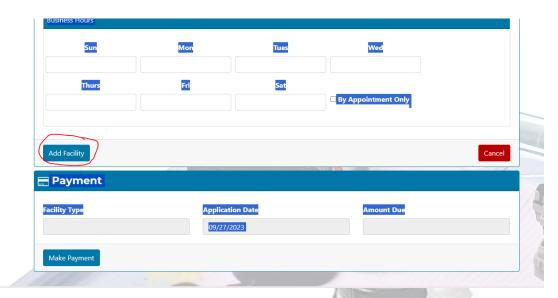
Part 6. Apply for a new license

1. When you are in the Body Art Portal you will choose the Add Facility Button



- 2. You will fill in the required fields, choosing the facility type, Name, address and contact information. Choose the type of Business and the business hours
- 3. Click Add Facility button

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4. Click the Make Payment button and follow the payment steps

